

**FLEETWOOD BOROUGH COUNCIL MINUTES**

BOROUGH COUNCIL MEETING       BOROUGH COUNCIL WORKSHOP

**Date: March 27, 2017**

**Roll Call:**

|  |  |
|--|--|
| <input checked="" type="checkbox"/> Suzanne Pittella Touch | <input checked="" type="checkbox"/> Tammy Gore, Mayor        |
| <input checked="" type="checkbox"/> Pete Merkel            | <input checked="" type="checkbox"/> Doreen O'Neil, Secretary |
| <input checked="" type="checkbox"/> Jim Meals              | <input checked="" type="checkbox"/> Kevin Musheno, Esq.      |
| <input checked="" type="checkbox"/> Chris Young            |  |
| <input checked="" type="checkbox"/> Ralph Touch            |  |
| <input checked="" type="checkbox"/> Colin Boyer            |  |
| <input checked="" type="checkbox"/> John Rothenberger      |  |

**Also Present:**

Greg Ebeling, Public Works Director  
 Robert Weidner, Highway Commissioner  
 Steve Stinsky, Police Chief  
 Barry Isett & Associates  
 Reading Eagle \_\_\_\_\_  
 Patriot \_\_\_\_\_

**Guests:** See Attached list.

The regular monthly Borough Council Workshop Meeting held at 110 West Arch Street, Suite 113 was called to order at 6:32pm by Chris Young.

**Fleetwood EMS**

Jesse Zerbe, Chip Wagner and Meg Young along with John Shook (Life Lion Emergency Services) provided Council with a copy of 'The Milton S. Hershey Medical Center and Fleetwood Borough, Berks County Agreement for Service' paperwork. They have given a copy of this paperwork to Richmond Township and to Rockland Township. Rockland Township has signed the papers. The process of transitioning with the legal paperwork, approvals and leases of equipment continues. The goal is to be transitioned over sometime April 2017.

Council asked to modify the paperwork to list Suzanne Touch, Borough Council President instead of 'Borough Manager'.

John Shook will email a copy of this agreement paperwork to Chris, who will forward to Andy George, Esq. to review.

Ralph mentioned that the ordinance regarding emergency services would need to be amended. Council would need 30 days notice to advertise for the ordinance changes.

## **Zoning Hearing Board**

The Zoning Board is recommending Leroy Fegley to be the alternate on the Zoning Hearing Board committee.

Motion to approve nominating Leroy Fegley as an alternate to the Zoning Hearing Board committee.

**Made by: Chris Young**

**Seconded by: Ralph Touch**

**X   Motion Carried**

**Motion Failed**

## **Touch of Stardust Massage & Yoga**

Alyssa Schimpf (Guest) explained to Council that she is opening a massage and yoga business on 04-15-17. This will be located in one of the business fronts located behind Kelchner Cleaners at East Main and North Franklin Streets.

Alyssa is looking for permission to provide free Hatha Yoga classes to the public once a month on a Saturday, starting in April. She would like to hold these free classes at the band shell in the Fleetwood Community Park.

Alyssa will email the schedule to Chris, for him to forward to Gina to check the park calendar for availability of the band shell. She does not allow children under the age of 8 or 9 years old to participate.

Chris mentioned that the fee to use the park would be waived, since there is no fee to the class attendees and it's offering a service to the borough residents.

Council asked that Alyssa provide the following:

Certificate of Insurance –

She needs to add the borough to the waiver at bottom of form and then resubmit.

Clearance papers (Child abuse, finger prints, etc) –

Alyssa noted she has all the necessary paper work to be employed at a school.

## **Police Pension Contribution**

Contribution was 5% prior to 2014 and since then was 6%, but it was not formalized. It is a payroll deduction with 5% as pension match, and then it was changed to 6% deduction but was not documented in a resolution. Moving forward each year will have a resolution established.

Motion to accept resolution stating increase of 5% to 6% for 2014 thru 2017 for police pension contribution; subject to Andy George's review of paperwork.

**Made by: Ralph Touch**

**Seconded by: Chris Young**

**X   Motion Carried**

**Motion Failed**

Council asked Kevin Musheno to have a 2018 resolution drafted to keep on hand for next year.

Since the resolution paperwork for 2014 thru 2017 is being reviewed by Andy, paperwork was not signed and will be addressed once Andy reviews and approves.

## **Yearly Papers**

Council discussed starting a folder of the various papers that need to be addressed each January.

- Resolution for Police Pension Contribution
- List of Appointments

## **Commercial Property Inspection**

Council discussed the draft of the Commercial Property Inspection Ordinance.

There was discussion regarding the purpose of this ordinance. The purpose is the safety of residents that may reside near the business, safety of the business clientele, to make sure electrical is up-to-date, fire extinguishers, hazardous materials, etc. The business owner would need to register which would contain the contact names, phone numbers, and addresses.

John Manmiller suggested that when inspecting rental units that are located at business, the business would be inspected at the same time.

Discussion that inspection for some businesses will take longer than others. For example Sunsweet will take hours in comparison to other businesses.

If a business does not pass the inspection, the information would be sent to the Code Inspector just like the apartment inspections are handled.

John Manmiller mentioned that this is the second year for apartment inspections and overall the landlords are happy with the ongoing inspections. There are about 330 apartments that get inspected in the 2 year time frame (odd # one year, even# the next year). There would be about 70 businesses to inspect every 2 years.

There was discussion of possible rates for the business inspection::

- Up to 3000 sq. ft. - \$75
- Over 3001 sq. ft – would be \$50 per hour with a \$400 cap.

Poll of Council members thoughts/concerns:

Pete, John, Chris, Ralph, Tammy, Suzanne – For

Colin – is not in favor of this

Jim – agrees with the need for safety, but if no issues found, the business pays for no reason.

Discussion that the Community Center and Fleetwood Pool would require inspections, along with the churches, non-profits and old elementary school (Vine Street) that is leased to various people. Schools and Senior homes who are inspected by a higher/Federal level would not be inspected, but would need to provide inspection certificate to the borough.

## **Commercial Property Inspection (Continued)**

Changes for the Ordinance Draft:

- Article II – Item 4
  - Change ‘stand-business’ to ‘stand-alone business’
- Article III – Item A
  - Change Semi-Annual to Bi-Annually (once every 2 years)
  - Timeline
    - Even # addresses inspected during even years
    - Odd # addresses inspected during odd years
    - Use same verbiage as apartment rental ordinance
- Article IV – Item E
  - Add verbiage for the inspection fee - Up to 3000 sq. ft. - \$75 and Over 3001 sq. ft – would be \$50 per hour with a \$400 cap.
- Article IV – Item F3
  - First time registration fee of \$75
  - Add same fee structure as listed above for Article IV, Item E
- Article IV – Item G
  - Add same fee structure as listed above for Article IV, Item E
- Exhibit A
  - Omit current Exhibit A document and replace with Commercial Property Checklist document.

## **Unregistered Even Number Apartments**

Colin stated there are 13 addresses on list of even number apartments that have not registered/been inspected. Colin will send list of addresses to BIA for code enforcement. BIA sends letters to landlords regarding the violation.

## **Code Issues**

Complaint from resident regarding junk cars parked on grass/stone along South Moss Alley. Colin mentioned there are approximately 20 cars in violation of ordinance.

Discussion that person from Codes should make list of car license plate numbers and if they have valid inspection sticker. License plate number should be given to police chief to run the plate numbers to see if valid registration.

Discussion on how to define junk cars in the event someone’s hobby is restoring cars.

Ordinance states that stone area cannot be used as parking area. Colin will contact resident who reported for exact address. Discussion if the amount of cars on grass/stone is due to the road construction occurring on South Richmond Street.

Council to think of policy to define what would define a junk car (not being worked on as hobby) and opportunities to allow parking on stone graded area.

## Fleetwood Pool Fees

For the 2017 Season, fees for Fleetwood Residents are not changing. There is an 8% increase for non-Fleetwood residents. Non-Fleetwood Adults, Child, and Senior passes were increased by \$1.00. People using the pool, would need to show license as proof they are a Fleetwood resident.

|                             | <b>Pre-Season Fee</b> | <b>After Season Starts Fee</b> |
|-----------------------------|-----------------------|--------------------------------|
| Fleetwood Individual        | \$105.00              | \$125.00                       |
| Fleetwood Family            | \$185.00              | \$225.00                       |
| Fleetwood Senior            |                       | \$ 10.00                       |
| Fleetwood Day Adult         |                       | \$ 10.00                       |
| Fleetwood Day Child         |                       | \$ 8.00                        |
| Fleetwood Day Senior        |                       | \$ 5.00                        |
| Out of Fleetwood Individual | \$160.00              | \$195.00                       |
| Out of Fleetwood Family     | \$265.00              | \$305.00                       |
| Out of Fleetwood Senior     |                       | \$ 12.00                       |
| Out of Fleetwood Day Adult  |                       | \$ 11.00                       |
| Out of Fleetwood Day Child  |                       | \$ 9.00                        |
| Out of Fleetwood Day Senior |                       | \$ 6.00                        |

Motion to accept the increased pool prices for the 2017 Season as noted.

**Made by: Ralph Touch**

**Seconded by: John Rothenberger**

**Motion Carried**

**Motion Failed**

## Memorial Day

Chris stated the Fleetwood Legion is asking for approval from Council to alter the Memorial Day Parade route. The parade route for 2017 would start at the Fleetwood Legion (Laurel and Arch Streets) and proceed west on Arch Street to the Fleetwood Park. Following the parade the Memorial Day service would be held in the park as usual. In 2016 there was no parade due to the road construction on North Franklin.

Motion to accept the parade route proposed by the Fleetwood Legion.

**Made by: Chris Young**

**Seconded by: Jim Meals**

**Motion Carried**

**Motion Failed**

## Scout Projects

The Cub Scouts will be staining the boards on the bridges in the Fleetwood Park. Suzanne questioned if there was a project for the Eagle Scouts. Greg mentioned the Gazebo by the Pond could be refurbished. The Eagle Scouts should meet with Greg and Bobby to discuss what needs to be addressed. The Eagle Scouts would write up proposal and come to Council meeting to discuss.

## **Personnel**

Greg Ebeling will be retiring July 1, 2017. Various people were interviewed for the Public Works Supervisor/Sewer Commissioner position.

Motion to offer Craig Conrad the job position, subject to ratification of the contract.

**Made by: Chris Young**

**Seconded by: John Rothenberger**

**X   Motion Carried**

**Motion Failed**

## **Fleetwood Park and Pool Grant**

Plan was to apply for DCNR grant for the park. However, BIA (Barry Isett Associates) wants to close out the pool grant first. DCNR does not like to provide a new grant when there is an existing open grant.. The plan now is to fix the pool and get with DCNR to close up this grant.

BIA had done an inspection of the Fleetwood Pool on 06-08-16. Greg has document from Brian (BIA) of the inspection findings.

Below is a few of the items that were listed:

- Accessible Parking for Handicap spaces
- Grade of path from parking lot to pool ground entrance
- Stairway from Vine Street to pool ground entrance
- Entry ramp into the swimming pool
- Changing Rooms
- Concession Stand – height of outside counter
- Ticket Stand

There is money to use for these items. Need to get together with BIA.

There is a joint venture between Fleetwood, Richmond Township and Maiden creek Township. Tammy will provide copies of minutes from these meetings to show to DCNR.

## **Fleetwood Police Force**

Discussion regarding the Fleetwood Police Force and Administration personnel

## **Snow Emergency**

Jim questioned the snow emergency from earlier this month and violation of not shoveling walks. It was noted that Officer Quinn sends out letters to residents who have not shoveled their walks in the allotted time.

## **Fleetwood Bank**

Mayor Gore and Pete Merkel met with Fleetwood Bank members regarding the following:

- Fleetwood Bank members were concerned with the process that is in place for filing for a variance. The variance paperwork had incorrect website listed. The Bank members were not notified of the date/time of the zoning meeting regarding their signage variance until they saw the signs that were placed on the outside of the bank property. The bank is trying to do the right thing and follow rules, but they are encountering hiccups throughout the process.  
Tammy will forward the bank email listing the issues to Chris.
- Fleetwood Re LLC are the owners of the Tannery lot, not the Fleetwood Bank. Fleetwood RE LLC will not sign paperwork until name is corrected and they have concerns of covenants in letter.
- Now that North Franklin Street has become 2-way and will be permanent, the Fleetwood Bank still has concerns regarding no parking.

## **Park Rentals**

Chris mentioned there is history of people renting areas of the park, but then cancel at last minute or don't show up.

Motion to charge the park rental fee only if they cancel..

**Made by: John Rothenberger                      Seconded by: Chris Young**

**X   Motion Carried                           Motion Failed**

Motion to adjourn meeting at 10:00pm.

**Made by: John Rothenberger                      Seconded by: Pete Merkel**

**X   Motion Carried                           Motion Failed**

**Submitted by:**

**Doreen O'Neil, Borough Secretary**